

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

JOINT
COMMITTEE ON
EMPLOYMENT
RELATIONS (JC-
ER)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... Crule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-ER_Misc_pt12

➤ Record of Comm. Proceedings ... RCP

➤ **

**SECTION Q- COMPENSATION PROVISIONS FOR PROFESSIONAL FISCAL
AND STAFF SERVICES (FSS)-RELATED EMPLOYEES**

NOTE: This section of the 1993-95 Compensation Plan contained one-time parity adjustments for FSS-related employees. This section now contains the 1995-97 wage adjustment provisions for that employee group. To save space, the deleted text is not reproduced.

1.00 Coverage

2.00 FY 1995-96 and FY 1996-97 Discretionary Grid Adjustments and Lump Sum Payments for FSS-Related Employees

3.00 Determining Pay Adjustments for Personnel Transactions for FSS-Related Counterpart Employees

1.00 Coverage

The provisions of this Section (Section Q) apply to the following employees:

(1) "FSS-Related Supervisory and Non-Counterpart Employees"

Permanent or project employees in positions allocated to supervisory and non-counterpart classifications assigned to pay schedule 47.

(2) "FSS-Related Counterpart Employees"

(a) Project employees in positions allocated to classifications in the FSS Bargaining Unit.

(b) Permanent or project employees in positions allocated to classifications assigned to pay schedule 27.

2.00 FY 1995-96 and FY 1996-97 Discretionary Grid Adjustments and Lump Sum Payments for FSS-Related Employees

(1) Effective Dates. Discretionary Grid Adjustments shall be effective January 7, 1996, in FY 1995-96 and July 7, 1996 in FY 1996-97.

**Section Q - Compensation Provisions for Professional Fiscal and Staff Services (FSS)-
Related Employees**

(2) Eligibility. All employees identified under 1.00 of this Section (Section Q) in pay status on the effective date, are eligible to receive either a Discretionary Grid Adjustment or Lump Sum Payment in the amount specified under (3), below, except the following:

- (a) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the 12 month period ending June 24, 1995 in FY 1995-96; and July 6, 1996 in FY 1996-97.
- (b) Supervisors who have not completed a formal performance evaluations on all subordinate employees for whom performance evaluations are required, within the 12 month period ending June 24, 1995 in FY 1995-96; and July 6, 1996 in FY 1996-97.

NOTE: Extenuating circumstances may exist (e.g., leaves of absences) that would allow a supervisor to receive a Discretionary Grid Adjustment or Lump Sum Payment even though the required performance evaluations were not completed within mandated timeframes. Contact the Department of Employment Relations, Division of Classification and Compensation for further assistance.

- (c) Employees serving the first six months of a probationary period for an original appointment or comparable trial period for career executive or project appointments.
 - (d) Trainees eligible for scheduled trainee increases.
 - (e) Employees who have received or been considered for a General Discretionary Award under Section A., 2.01, or any other fiscal year adjustment or corresponding lump sum payment provided under this Compensation Plan or a collective bargaining agreement, during the same fiscal year.
- (3) Amount. Subject to (a) and (b), below, either a Discretionary Grid Adjustment or Lump Sum Payment shall be granted to all eligible employees as follows:

**Section Q - Compensation Provisions for Professional Fiscal and Staff Services (FSS)-
Related Employees**

- (a) Employees with base pay rates at or above PSICM but less than the grid endpoint shall receive a pay adjustment to the next greater grid point in the pay range for the employee's classification, as shown on the grid on page H-34 for classifications assigned to pay schedule 47 or page H-11 or classification assigned to pay schedule 27.
- (b) Employees with base pay rates at or above the grid endpoint shall receive a lump sum payment equal to the lesser amount as specified under 1. and 2., below. These payments shall be prorated on the basis of percentage of Full-Time Equivalency (FTE) for permanent part-time or seasonal employee.
 - 1. 1%, in FY 1995-96; and 2.0%, in FY 1996-97; of the employee's base pay as of January 7, 1996, in FY 1995-96 and July 7, 1996, in FY 1996-97, times the number of work hours remaining in the fiscal year; or
 - 2. The value of a grid step for the pay range of the employee's position, as shown on the grid on page H-34 for classifications assigned to pay schedule 47 or page H-11 for classifications assigned to pay schedule 27, times the number of work hours remaining in the fiscal year. The values on page H-11 may be used for project employees because the values are identical to those for the related represented schedule as of this date.
 - 3. For restorations that occur during the 1995-97 biennium: Employees who are not in pay status on the effective date but who otherwise meet the criteria to receive a lump sum payment shall receive it upon restoration, if their restoration rights are derived from a classification allocated to schedules specified in 1.00(1) or (2)(b) of this section (Section Q). For employees who receive a lump sum payment upon restoration, only those hours in active pay status during the period for which the lump sum payment is made shall be counted.
- (c) No employee may during any fiscal year, receive a total cumulative base pay adjustment (General Discretionary Award, Discretionary Grid Adjustment, Performance Recognition Award, or Equity Award)

Section Q - Compensation Provisions for Professional Fiscal and Staff Services (FSS)-Related Employees

that exceeds 10% of the employee's base pay prior to the application of the earliest fiscal year adjustment.

NOTE: The base pay adjustment provided under 2.00(3)(a) of this Section may be considered when determining pay on restoration or reinstatement in accordance with the applicable provisions relating to pay upon reinstatement or restoration.

(4) Funding. Funds generated have no bearing on the rights of individual employees to these funds.

(a) On January 7, 1996, for FY 1995-96 and July 7, 1996 for FY 1996-97, each active employee identified under 1.00 of this Section (Section Q) shall generate the amount necessary to fund the applicable adjustment or payment provided under 2.00(3) of this Section, regardless of the employee's eligibility to receive the applicable adjustment or payment.

(b) Unspent funds generated in accordance with (a), above, will be converted to Exceptional Performance Award funds based on the number of work hours remaining in the fiscal year.

NOTE: Refer to the funding provisions in Section A of this Plan relative to the use of unspent Discretionary Grid Adjustment or lump sum payment funds: 2.02(3)(d) [Equity Awards] and 2.02(1)(c) [Exceptional Performance Awards].

(5) Ineligibility due to performance. Any employee who is not eligible to receive either a Discretionary Grid Adjustment or lump sum payment because of job performance must receive a written notice that states the extent to which the employee's performance has not met management's expectations. This notice must also include recommendations for improvement.

(6) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any Discretionary Grid Adjustment or lump sum payment, or the amount of such an Adjustment or payment, an employee may file a grievance under s. 230.12(5)(e), Stats. The decision of the appointing authority is final and may not be appealed to the Personnel Commission under ss. 230.44 or 230.45(1)(c), Stats. Agencies

**Section Q - Compensation Provisions for Professional Fiscal and Staff Services (FSS)-
Related Employees**

**shall submit a copy of each grievance filed and the written decision of the
appointing authority to the Secretary, Department of Employment
Relations, within 14 days of this decision.**

**3.00 Determining Pay Adjustments for Personnel Transactions for FSS-Related
Counterpart Employees**

**Pay on Promotion and Pay on Completion of the First Six Months of Probation for
FSS counterpart employees [employees specified in 1.00(2) of this section (Section Q)]
shall be determined in accordance with Section Z of this plan.**